

Instructions for Certifying DEAL or Medical DEAL Loan

Item 1: Enter the assigned six or eight-digit code for your institution. This code is provided by the U.S. Department of Education for the Federal Family Education Loan Program.

Item 2: Enter your school name, address, and telephone number, including area code, of the school official who can answer questions about this certification.

Item 3: Enter the borrower's complete name, last name first, followed by the first name and middle initial.

Item 4: Enter the borrower's Social Security Number.

Item 5: Enter the borrower's permanent street address.

Item 6: Enter the borrower's telephone number, including area code.

Item 7: Enter the borrower's date of birth in month, day, and year format.

Item 8: Enter the borrower's e-mail address if known.

Item 9: Indicate whether the student is enrolled less than half-time or at least half-time.

Item 10: This is the date the student is expected to complete the program at your institution. Please use numbers in a month, day, and year format. The specific date is needed to determine the day the student will enter repayment. If you are unsure of the actual completion date, enter the last day of the month.

Item 11: Enter the dates covered by the Cost of Attendance shown in Item 13. These dates must coincide with actual term starting and ending dates. At a school without academic terms, these dates must coincide with the borrower's program of study if that is less than an academic year in length, or the academic year. Please use numbers in a month, day, and year format. The loan may be certified for a prior loan period if the student's ending loan period date falls within the last 12 months.

Item 12: Indicate the academic level of the student seeking this loan. Select the proper level codes provided:

<u>Code</u>	<u>Grade Level</u>
1	Freshman/First Year
2	Sophomore/Second Year
3	Junior/Third Year
4	Senior/Fourth Year
5	Fifth Year/Other Undergraduate
A	First Year Graduate/Professional
B	Second Year Graduate/Professional
C	Third Year Graduate/Professional
D	Beyond Third Year Graduate/Professional

Item 13: Enter the total cost for the student's tuition and fees, room and board, books and supplies, transportation and personal expenses for the period of enrollment covered by this application.

Item 14: Enter the amount of assistance, which the school knows the student has been or will be awarded, for the enrollment period indicated in Item 16. Financial aid should include aid from all federal, state, or private sources, excluding the loan(s) applied for with this application.

Item 15: Enter the amount of the borrower's eligibility for the DEAL loan. The borrower's eligibility may be reduced based on professional judgment made by the certifying school official.

Item 16: Enter the disbursement dates for this loan according to the following requirements:

- 1) Multiple disbursements may be required unless the loan is disbursed more than halfway through the loan period, the student is attending a foreign school, or the loan period consists of a single payment period.
- 2) Schools may not request that a lender disburse loan proceeds earlier than 30 days before the first day of the loan period.
- 3) Second disbursements, if requested earlier than the midpoint of the period of enrollment, must not be disbursed earlier than 30 days before the beginning of the second term.

Item 17: Your signature acknowledges that you have read and agree to the provisions in the School Certification in the Promissory Note. You must sign the application, print your name and title, and provide the date of certification unless you are submitting the information electronically.